

Inspection Checklist

Where It Applies To Your Building

Access and Premises

- Building address should be clearly visible from street.
- Exterior access should be clear
- Fire Department connection should be clearly visible and readily accessible
- Lockbox should be accessible and have proper keys for complete building access

Means of Egress

- All exit doors should be visible, accessible, and fully functional.
- All exit doors should readily open from the inside without the use of a key or special knowledge or effort.
- All required fire doors must be self closing and latch in the closed position.

Electrical

- Cover plates should be installed on all electrical receptacles.
- All circuits should be properly labeled on all electrical panels.
- There should be 30 inches of clear access in front of all electrical panels.
- Extension cords shouldn't be used.
- Power strips with built-in circuit breakers should be used for multiple items, and should be plugged directly into a permanent receptacle.

Egress Lighting

- All means of egress should be properly illuminated.
- All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress.
- All exit signs should be properly illuminated either internally or externally.

Fire Extinguishers

- Fire extinguishers should be installed with 75 feet of all areas of the building.
- All extinguishers should be visible and readily accessible.
- All extinguishers should meet the minimum required rating, type IIA.
- All extinguishers should be inspected and tagged by an approved agency within the past 12 months.

Fire Alarm System

- An annual inspection of the fire alarm system should be completed. A record of such should be on the premises and also a copy provided to the fire inspector.

Fire Sprinkler System

- An annual inspection of the sprinkler system should be completed. A record of such should be on the premises and also a copy provided to the fire inspector.
- All storage should be located at least 18 inches below all sprinkler heads.

Special Suppression Systems

- Special suppression systems should have a semi-annual inspection. A record of such should be on the premises and also a copy provided to the fire inspector.

Heat-Producing Appliances and Devices

- All UL listed portable electric heaters, used only on a temporary basis, should have a clear space on all sides of at least 36 inches.
- All gas-fired heat-producing appliances should have 36 inches of clearance on all sides.
- All gas-fired heat-producing appliances should have vents properly installed and maintained.

Storage and Maintenance of Building Areas

- All combustible materials should be stored in an orderly manner.
- No combustibles should be stored in any portion of the means of egress.
- All compressed gas containers (tanks) should be secured to prevent them from falling over.
- All combustible or flammable liquids should be properly stored in approved containers or cabinets.

Smoke and Carbon Monoxide Alarms

- All smoke alarms should be operating properly.
- All carbon-monoxide detectors should be operating properly.